

Special Education Coordinator

Reports to: Program Director

Position Summary: The coordinator of the Arc of Snohomish County special education program organizes information, resources, and support for families, students, and school professionals. They will develop partnerships between families and educators through collaboration with the Individualized Education Program (IEP) process. This position is 20 hours per week including some evenings & weekends.

Responsibilities:

- Assess the unmet needs and gaps in education support for families.
- Recruit, identify, screen, train, and provide ongoing support to IEP Parent Partners.
- Assist parent, students to understand the IEP process.
- Develop networking opportunities/support groups.
- Coordinate educational/training opportunities for family members.
- Develop partnerships with schools and families in each school district providing information and education to families and educators about community resources and supports that are available to assist families to plan for the future.
- Provide access to resource materials that promote self-determination, integration and inclusion for families, service providers/professionals and community members.

Job Requirements for all Staff:

- Maintain confidentiality of families and other staff members.
- Assure prompt assistance and support to internal and external customers (e.g. families, school personnel, fellow staff, partners, etc.).
- Responsible for program reports and ensures program documentation and records are up-to-date.
- Assist co-workers as needed to meet timelines, goals and achieve outcomes.
- Other duties as assigned.

Life or work experience with developmental disabilities desired. Basic computer skills required.

The Arc of Snohomish County is an equal opportunity employer. Individuals with disabilities, family members and people of diverse ethnic backgrounds are encouraged to apply.

Please submit your resume and a cover letter by Friday September 22nd explaining:

1. What experience, skills, and personal characteristics qualify you for this position.
2. Why the mission and work of the Arc of Snohomish County appeals to you, and
3. Why this position is the right next step for you in your career.

Email:

Shayne Nagel - Executive Director

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Achieve with us.